



TREE CITY USA CERTIFICATION

INSTRUCTIONS

DEADLINE FOR SUBMISSION

December 31, 2011

SUBMIT APPLICATION & ATTACHMENTS TO:

North Idaho	South Idaho
Joyce S. Jowdy Idaho Department of Lands 3284 W. Industrial Loop, Coeur d'Alene, Idaho 83815 communitytrees@idl.idaho.gov / 208-666-8622	Gerry Bates 2445 John Adams Parkway, Idaho Falls, ID 83401 gabates@cablone.net / 208-522-5964

Dear Applicant City:

Applying for Tree City USA certification can now easily be applied for directly on-line through the Arbor Day Foundation's automated application system at: <http://www.arborday.org/programs/treeCityUSA/index.cfm>. (Your city should have already received a user name and password and a how-to-instruction guide directly from the Arbor Day Foundation.) Note that on-line applications do not need to be completed all at once. You can complete parts of it, then come back later as you gather the needed information.

While we encourage you to use the on-line application process, you can still complete and mail the paper version if needed. Following this page is the **Tree City USA Application** and worksheets for Idaho—with step-by step instructions for completing them. Please complete the **on-line application** or submit the completed/signed **Tree City USA Application** along with these **completed worksheets** from the IDL website to the appropriate person for your area shown at the top of this page.

One of the great strengths of the **TREE CITY USA** program is that it encourages and recognizes long-term commitment to community forestry. After becoming a tree City, annual recertification provides an opportunity for each **TREE CITY USA** to review its program and to tell the Arbor Day Foundation and us just how well your city is doing.

Please complete your application (on-line or via mail) as early as possible, but not later than December 31, 2011. This will allow us sufficient time to review applications and forward them to the State Forester for his signature by early January.

When preparing your application, remember to include information for each of the four standards, as listed on the Tree City Application. Enclosed is a checklist for your use to assure your application contains necessary attachments.

If you have any questions, please do not hesitate to contact the representative for your area as listed above. Thank you for cooperating with the requested December 31st deadline.

Sincerely,

Dave Stephenson

Community Forestry Coordinator

Enclosures: Tree City USA Application
 Tree City USA Application Checklist
 Standards Worksheets, Guidelines and Samples

TREE CITY USA Application

Mail completed application with requested attachments to your state forester no later than December 31.
The TREE CITY USA award is made in recognition of work completed by the city during the calendar year.
Please provide information for the year ending.

(Some states require information in addition to that requested on this application. Check with your state forester.)

As _____ of the city _____,
(Title -Mayor or other city official)

I herewith make application for this community to be officially recognized and designated as a Tree City USA for _____, having
achieved the standards set forth by The National Arbor Day Foundation as noted below. (year)

Standard I: A Tree Board or Department

List date of establishment of board, board members, and meeting dates for the past year; or name of city department and manager.

Standard 2: A Community Tree Ordinance

Date ordinance established _____

Attach ordinance.

Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

Total community forestry expenditures \$ _____

Community population _____

Attach annual work plan outlining the work carried out during the past year. Attach breakdown of community forestry expenditures.

Standard 4: An Arbor Day Observance and Proclamation

Date observance was held _____

Attach program of activities and/or news coverage. Attach Arbor Day proclamation.

Signature Title Date

Please type or print the following:

Mayor or equivalent
Name: _____
Title: _____
Address: _____
City, State, Zip: _____
Phone#: _____

City Forestry Contact
Name: _____
Title: _____
Address: _____
City, State, Zip: _____
Phone#: _____

NOTE: Application will not be processed without Attachments.

Certification

(To Be Completed By The State Forester)

(Community)

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be recognized and designated as a Tree City USA, for the _____ calendar year, having in my opinion met the four standards of achievement in urban forestry.

Signed _____
State Forester Date

Person in State Forester's Office who should receive recognition material:
Name: _____ UPS Address: _____
Title: _____ City, State, Zip: _____
Agency: _____ Phone#: _____



FOR APPLICATION OR RECERTIFICATION

STANDARDS #1 & 2 WORKSHEET

STANDARD #1 ~ TREE BOARD OR DEPARTMENT

A Tree Board (Committee or Commission) is the group of citizens charged by ordinance to develop and administer a tree management program, for trees on public property, in their community. Instead of having such a Board, some communities have a department, such as a City Forestry Department that fulfills this role.

For Standard #1 please indicate (here or on application):

If Tree Board is responsible for program:

Date Tree Board was established (if first-time applicant): _____

Names of 2011 Tree Board Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dates the Board has met in 2011:

_____	_____
_____	_____
_____	_____

If Department is responsible for program:

Date Department was established (if first-time applicant) _____

Name of Department: _____

Name & Title of person holding position in 2011: _____

STANDARD #2 ~ A COMMUNITY TREE ORDINANCE

Communities are required to have passed a **Tree Ordinance** and to submit a copy of that ordinance with the TCUSA application. First-time applicants should also indicate the date the ordinance was established. Those applying for recertification DO NOT need to attach an ordinance unless it has changed. Note—if you complete your recertification application on-line, please scan and upload your most current tree ordinance as per the instructions. Thank you!

For Standard #2 please check appropriate boxes on application and attach copy of ordinance, if required



FOR APPLICATION OR RECERTIFICATION

STANDARD #3 WORKSHEET

STANDARD #3~ A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

This standard requires the community show they have a community forestry program that expends at least \$2 per capita. To do so, communities must attach their program's 2011 work plan, accomplishment report, and detailed budget that documents fulfillment of the budget requirements.

A list of qualifying expenditures and a list of value standards for volunteers can be found on page 8.

For Standard #3 please indicate (on application):

1. **Total Community Forestry Expenditures** _____

2. **Community Population** _____

Tree City USA Standard #3 Financial Worksheet

Community: _____ Year: _____

To calculate your community tree program expenditures, complete the financial worksheet below. All cash and in-kind expenditures for public tree care may be included.

1. Tree Planting and Initial Care

Include cost of tree purchases, labor (salaries, benefits & volunteer time), equipment for planting, planting materials, stakes, wrapping, watering, mulching, and competition control, etc.

\$ _____

2. Community Forest Management

Include pruning, public education, professional training, memberships, salaries/benefits, volunteer time, street and park tree inventory, pest management, fertilization, watering, etc.

\$ _____

3. Tree Removals

Include cost of saws and equipment, supplies, and labor (salaries/benefits and volunteer time.

\$ _____

4. Volunteer Time

Value of volunteer labor and other contributions from civic organizations that has not already been included in above categories. (See page 8 for volunteer labor rates.)

\$ _____

5. Administrative Expenses

Include salaries/benefits, volunteer time and all other costs of activities (not documented elsewhere) such as contract management, grant administration, supervision and other forestry program management activities.

\$ _____

Tree City USA Standard 3 Financial Worksheet (Cont'd)

6. Utility Expenses

- a) Line clearance per se is not tree maintenance. Utility trimming expenses are allowed only if the utility is a partner in the city's tree program and has implemented a tree planting program and complies with ANSI A300 pruning standards.

6a. Enter amount here: \$ _____

- b) The maximum allowed for utility expenses is \$1 per capita.

Enter the smaller amount—either 6a or the population of your city. \$ _____

7. Undefined Costs

- a) Costs not already mentioned, such as storm cleanup, brush pick-up from non-public properties, chipping of brush from non-public properties, etc.

Briefly describe:

7a) Enter amount here: \$ _____

- b) The maximum allowed for these other activities is \$.50 per capita.

Enter the smaller number—7a or the city population times .5. \$ _____

8. Other

Include any expenses not already mentioned.

Briefly describe:

TOTAL COMMUNITY FORESTRY EXPENDITURES

(Add budget figures in above right column together) \$ _____

COMMUNITY POPULATION _____

(To qualify for Tree City USA, total expenditures must be at least twice population. Transfer these two numbers to Standard #3 on application and include this sheet with application.)

Signed _____ **Date** _____

Title _____



FOR APPLICATION OR RECERTIFICATION

**STANDARD #3 WORKSHEET
(Cont'd)**

Tree City USA Standard #3 Annual Work Plan 2011

An annual work plan outlining the community forestry work that was to be carried out during the year 2011 needs to be provided. The worksheet below contains a column for every month (January—December); within each column there are four dots which represent each of the weeks within the month. Consider using a copy of this form to plan next year's activities.

For each activity, place an "x" on top of the dots for each week of the year your community planned to be involved in that activity (each dot represents one week)

EXAMPLE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
I. Annual planning & review session												
a. Prioritize work to be done	xxxx	x. x.	xxxx
b. Organize activities, people, dates	x.	x.	xx..	x.	x.	x x..

Please complete the worksheet below (or provide the information in a different format) and include it with your application for Standard #3.

Community: _____ **Year:** _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
I. Annual planning & review session												
a. Prioritize work to be done
b. Organize activities, people,
c. Budget planning /hearings
2. Tree planting												
a. Survey potential planting sites
b. Specify locations, species, cultivars
c. Notify adjacent property owners
d. Announce & hold public hearings
e. Create bid specifications/ solicit bids
f. Order trees
g. Receive, inspect, store trees
h. Plant trees, prune & stake
i. Water as needed
3. Tree pruning												
a. Survey trees, decide which to prune

b.	Schedule crew, equipment, supplies
c.	Schedule contract tree crews
d.	Supervise pruning & disposal of brush
4. Tree removals													
a.	Survey trees, decide on removals
b.	Notify adjacent property owners
c.	Announce & hold public hearings
d.	Schedule crew, equipment, supplies
e.	Schedule contract tree crews
f.	Stump grinding, reseeding.
5. Public relations													
a.	Report to municipal officials
b.	News releases
c.	News & TV coverage of events
d.	Submit Tree City USA application
e.	Plan, hold, publicize Arbor Day celebration
6. Tree care tasks													
a.	Evaluate/schedule/repair irrigation system
b.	Water most vulnerable trees during droughts
c.	Fertilize deficient trees
d.	Control diseases & insects impacting tree health
e.	Remove stakes/tree wrap
f.	Clean up storm breakage
g.	Mulch trees
h.	Control weeds
7. Other tasks													
a.	Conduct youth education
b.	Develop urban forestry grant projects
c.	Complete urban forestry grant applications
d.	Educational opportunities for tree commission
e.	Training & safety education of tree workers



FOR APPLICATION OR RECERTIFICATION

**STANDARD #3 WORKSHEET
(Cont'd)**

Tree City USA Standard #3 Accomplishment Report for 2011

While the work plan is what your city set out to do for the year, the accomplishment report is an opportunity to state what you were actually able to achieve and to quantify the progress that was made. Please check all of the “accomplishments” that apply, add any not listed, and indicate quantities where appropriate.

This Accomplishment Report also needs to be included with your application.

Please check all that apply and indicate quantities where appropriate.

Community: _____ **Year:** _____

<u>Accomplishment</u>	<u>Accomplishment</u>
1. Number of Trees Planted _____	3. Number of Pruned/ Trimmed Trees _____
2. Number of Dead/Dying Trees Removed _____	4. Other: (Specify activity and quantity if appropriate) _____



FOR APPLICATION OR RECERTIFICATION

STANDARD # 4

STANDARD #4~ AN ARBOR DAY OBSERVANCE & PROCLAMATION

This standard requires that you observe and proclaim Arbor Day in your community and show documentation.

For Standard #4:

Please:

1. Indicate (on application) date Arbor Day was observed _____.
2. Attach a copy of your community’s Arbor Day Proclamation for 2011.
3. Attach documentation that describes event (include items such as agenda, description of event/activities, press coverage and any other information that illustrates how your Arbor Day event was planned and/or carried out).

TREE CITY USA QUALIFYING EXPENDITURES

The following expenses for public tree care (street, park, cemetery) may be counted towards the \$2 per capita requirement of Standard 3.

- | | |
|---|---|
| <ul style="list-style-type: none"> √ Administrative time √ Arbor Day program √ Chipping (maximum of \$0.50 per capita) √ Computer inventory software √ Contract work √ Equipment maintenance √ Equipment purchases (large equipment can be depreciated over life span) √ Equipment rental (chipper, bucket truck, stump grinder) √ Fertilizing √ Insect & disease control on trees √ Insurance √ Memberships in and donations to tree organizations √ Mulching √ Pick-up and/or chipping of tree trimmings from private properties (maximum of \$0.50 per capita) √ Prizes for Arbor Day contests √ Tree pruning costs (excluding utility pruning) √ Public education materials—brochures, newsletters, etc. √ Staff salaries and benefits (or portion thereof) to accomplish the tasks listed on this page (subject to noted limits) | <ul style="list-style-type: none"> √ Stump removal √ Survey or inventory expenses √ Tree board salary (most are volunteer, some are paid) √ Tree care conferences and workshops attended by community workers and/or volunteers √ Tree purchases and planting √ Tree removal (excluding utility removals) √ Utility pruning and removals (maximum of \$1 per capita) √ Watering √ Volunteer labor/time (see table below for rates) √ Value of donated materials (including trees) <p>(Grant money expended for any of these items may be counted.)</p> <p>Items <u>not</u> eligible toward Tree City USA</p> <ul style="list-style-type: none"> ⊗ Lawn mowing ⊗ Leaf pick-up ⊗ Tree work on non-public property ⊗ Weed and brush control not related to planting areas (i.e. right-of-ways, etc.) |
|---|---|

Determining Value of Donated Services

Labor Rates—Individuals performing tasks normally paid for, their actual rate of pay may be used.

Managerial, Administrative & Clerical Support Services

- Grant Project Manager/Coordinator \$15.00/ hr
- Tree Committee Meetings (project planning, etc.) / Secretaries/Bookkeepers \$10.00/hr (per member)

Professional Services

- Engineers & Lawyers \$40.00/hr
- Consultants (Computer Programming, Urban Forestry, Landscape Design, Urban Planning, Marketing/Sales) \$25.00/ hr

Forestry Related Project Services

- Volunteers under age 16 \$5.15/hr
- Volunteers age 16 and older \$8.00/hr

Equipment Rates— If city has a rate schedule for its equipment, those figures can be used instead.

- Chainsaw \$35/day
- Trencher (for irrigation installation) / Truck Drivers/Heavy Equip. Operators \$15/hr
- Backhoe/Loader \$25/hr
- Gravel/Hoist & Water Truck \$50/day
- Pickup \$30/day
- Brush Chipper/Tree Spade/Stump Grinder Contractor rate



TREE CITY USA.

FOR APPLICATION OR RECERTIFICATION

SIGNATURE & CITY INFORMATION

The application needs to be signed (on the line just below standard #4) by the person making the application. Also, fully complete the sections providing information regarding your community's Mayor (or equivalent) and the City Forestry Contact. That contact can be the parks supervisor, city maintenance person, public works director, city manager, volunteer, city forester, etc.



TREE CITY USA.

FOR APPLICATION OR RECERTIFICATION

SUBMIT FORMS TO

This year the Community Forestry Assistant in your area will be processing your application instead of IDL's Community Forestry Coordinator. So please submit completed application & forms, by **December 31, 2011** to the Assistant in your area. Also, contact them for any questions you might have regarding your application.

North Idaho	South Idaho
<p>c/o Joyce S. Jowdy Idaho Department of Lands 3284 W. Industrial Loop Coeur d'Alene, Idaho 83815 communitytrees@idl.idaho.gov</p>	<p>Gerry Bates 2445 John Adams Parkway Idaho Falls, ID 83401 208-522-5964 gabates@cablone.net</p>



FOR APPLICATION OR RECERTIFICATION

APPLICATION CHECKLIST

TREE CITY USA APPLICATIONS

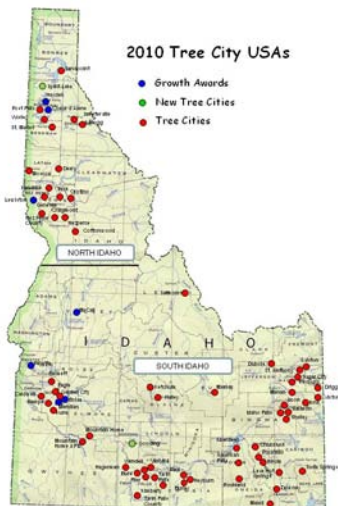
Your Tree City USA certification application or recertification application must include the following items. Note: Completing the preceding forms in this packet, will allow you to easily meet the documentation requirements for the application.

- Completed application form**
- Standard 1:** Tree Board or Department information (including Tree Board meeting dates)
- Standard 2:** Tree Ordinance*
- Standard 3:**
 - Financial Worksheets showing program expenditures/annual budget
 - 2011 Annual Work Plan
 - 2011 Program Accomplishments & Breakdown Budget
- Standard 4:**
 - Arbor Day proclamation
 - Arbor Day observance program/agenda and/or news coverage of event

* If your Tree Ordinance has not been revised since your last Tree City USA application, do not attach another copy. Your tree ordinance is on file in the Coordinator’s office. All first-time applicants must include an ordinance with their application.

COMMUNITY FORESTRY IN IDAHO

WHICH COMMUNITY FORESTRY ASSISTANT SERVES YOUR AREA?



NORTH IDAHO ~ Position Currently Vacant
SOUTH IDAHO ~ Gerry Bates ~ 208-522-5964

IDL COMMUNITY FORESTRY COORDINATOR
 Dave Stephenson 208-666-8621